



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Learn To Be

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Learn To Be (LTB) and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The mission of Learn To Be is to provide support for underserved students in the form of tutoring. By connecting volunteer tutors and students from underserved communities, the gap in education can be closed. This service enables underserved students to perform better, thus providing them with more opportunities in life and to move up the socioeconomic ladder.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - To maintain active membership, members are expected to attend 50% of meetings each semester. Active members of the club are considered volunteers for the organization Learn To Be and must register with the Learn To Be organization at University of Rochester via a unique chapter link. All active members will complete the Learn To Be tutor profile, which will result in a Learn To Be account. Active members are required to tutor for a minimum of 5 hours a semester. They are also expected to contribute to events and publicize the organization. Active members may vote in elections and run for executive board positions.
- C. Definition of associate member - Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for

associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization. Associate members are expected to publicize the organization. They are also expected, but not required, to volunteer by completing a Learn To Be profile which will create a Learn To Be account via a unique chapter link. They may also vote in elections.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus one or more officers.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. President - Had to be on E-Board for at least 2 semesters, unless nobody else is qualified.
- B. Vice President
- C. Business Manager
- D. Publicity Chair
- E. Secretary

SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. The President shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above. The President will manage tutor information, student information and overall data via the Learn To Be admin platform online. The President will give weekly updates to the Learn To Be organization. The President shall use CCC and make sure the Google Sites website stays updated. They are the main liaison between the chapter and national chapter.
- F. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions. They will set a budget, approve spending, handle receipts and keep a list of any inventory. They will also work with the secretary to

keep a record of club member's contact information and maintain a calendar of events. This includes booking rooms for meetings.

- G. The Publicity Chair shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association. The Publicity Chair will be responsible for posting regularly on social media and keeping the website on Google Sites up to date. They will also take pictures at meetings and events. The Publicity Chair will work with the Secretary to regularly update website information and respond to any questions from social media or email regarding the organization. This includes actively encouraging people to join.
- H. The Secretary shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes. The Secretary will work with the Publicity Chair to regularly update website information and respond to any questions from social media or email regarding the organization. This includes actively encouraging people to join. The Secretary will work with the Business Manager to keep a record of member's contact information and maintain a calendar of events.
- I. The Vice President shall also manage tutor information, student information and overall data via the Learn To Be platform and be familiar with how to use this platform. In the absence of the President, the Vice President is expected to lead meetings. They will also work with the secretary to keep a record of club member's contact information and maintain a calendar of events.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - Nominations can be made by any active or executive board member. Nominations will be made a week before the election. Active members or executive board members can nominate themselves. Each nominee will present a two minute platform for the position. A blind vote will be taken via a form/poll. Executive board members and nominees can vote, including for themselves. Elected winners will be announced. Those not elected may run for subsequent positions.
- B. Term of Office - All officials will serve for a minimum of one calendar year; however, the term limit is 2 years if officials want to stay longer. Officers may serve up to a total of two terms if elected again. Transitioning into the position will happen at the end of the fall semester after the election.
- C. Timing of Elections - Elections shall occur at the end of the fall semester. Elections must be held at least 2 weeks before the last day of classes each semester. The spring semester will allow for a transition period.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$ majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one

week in advance.

D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

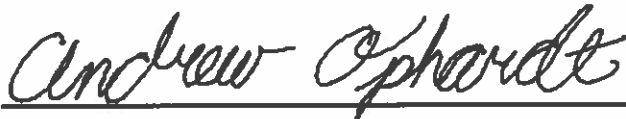
A. The Learn To Be chapter of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Learn To Be chapter. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Learn To Be chapter abides by the nondiscrimination policy of the University of Rochester.





Signature of Confirmation

Date

Andrew Ophardt

President, Learn To Be





Signature of Approval

Date

Evan Zhang

Chair, Student Organization Administration & Review Committee